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OMB NO: 9000-0136  
Expires: 09/30/98

# Emergency Communications for the Security Management Division

Contract: GS-07F-0056V, Task Order: 0015

Lead PR Number: PR-HQ-09-14127

## Summary Information

Title: Emergency Communications for the Security Management Division  
Period of Performance: From: 10/01/09 To: 09/30/14  
Award Date:  
Total Funding: \$250,000.00

## Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/Project	Cost Org	Obj Class	Amount	P / C
Base	SEB137	09	B	51SB	ZZZGF2L03	00000000		2504	\$227,500.00	C
Base	SEB137	09	T	51SB	ZZZGF2L03	HQ00BM00		2504	\$22,500.00	C

## Funding Breakout

Acct.Info	Funding Category	Amount
FY2009 - SEB137	Cost Ceiling	\$250,000.00
Total:		\$250,000.00

## Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: DIANE A. DIXON  
1200 PENNSYLVANIA AVE, NW  
WASHINGTON, DC 20460

Mail Code: 3206R  
Phone Number: 202-564-2154  
Fax Number: 202-564-7811  
E-Mail Address: dixon.diane@epa.gov

## Cost/Price Schedule

CLIN#	POP	Item Description	Unit	Quantity	Price	Total
1000	Base	Administrative Support	Labor Hours	160	(b)(4)	
1001	Base	Training/Outreach Specialist III	Labor Hours	320		
1002	Base	Engineer III	Labor Hours	320		
1003	Base	Project Manager	Labor Hours	320		
1004	Base	Subject Matter Expert II	Labor Hours	140		
1005	Base	Task Manager	Labor Hours	160		
1006	Base	Training/Outreach Specialist II	Labor Hours	240		
1100	Base	Administrative Support	Labor Hours	2,740		
1101	Base	Training/Outreach Specialist III	Labor Hours	3,960		
1102	Base	Engineer III	Labor Hours	2,410		
1103	Base	Project Manager	Labor Hours	3,640		
1104	Base	Subject Matter Expert II	Labor Hours	560		
1105	Base	Task Manager	Labor Hours	2,930		
1106	Base	Training/Outreach Specialist II	Labor Hours	3,040		

1107	Base Information Assurance Specialist II	Labor Hours	440	(b)(4)
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Attachments

Attachment Name  
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SMD Statement of Work

Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$2,384,029.29
Cost Ceiling	Option 1	\$1,383,187.02
Cost Ceiling	Option 2	\$1,416,414.85
Cost Ceiling	Option 3	\$1,460,631.91
Cost Ceiling	Option 4	\$1,508,328.86

# SMD Statement of Work

Contract: GS-07F-0056V, Task Order: 0015

Lead PR Number: PR-HQ-09-14127

## Statement of Work for the EPA Security Management Division

1. **Scope and Background** The Security Management Division was created as a result of the events of September 11, 2001. Since that time, the Division has expanded to comply with federal security requirements and encompasses all security principles to create a horizontal comprehensive security program. Organizationally it is located within EPA's Office of Administration and Resources Management (OARM), Office of Administration (OA). This contract directly supports the emergency communications notification systems of the Security Management Division (SMD). The goal is to have a risk-based comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation.

The mission of SMD is to provide products, resources, and services necessary to protect and safeguard EPA employees and personnel, facilities, infrastructures, and other critical Agency assets. In addition to the Division Director's immediate office, SMD is comprised of three separate and distinct Branches, Physical, Personnel, and Headquarters Operational Security. This contract is designed to provide program support that crosscuts the core functions of the entire organization. The scope of this contract would support the agency in the area of emergency communications, to include any technical support and strategic planning as well as implementation, and development of standard operating procedures and draft policy.

This effort requires professional and technical expertise in multi-level emergency communication capabilities;

2. **Period of Performance** This contract will contain one base year and 4 one-year option periods. The start date will be October 1, 2009 with an expiration date of September 30, 2010, and a maximum expiration date of September 30, 2014.

3. **Travel** All costs associated with local travel within a fifty (50) mile radius of the Contractor's normal place of performance commuting area are not reimbursable. Frequent local travel between the Contractor's facilities and EPA HQ and the COOP Site is anticipated.

Costs associated with long distance travel will be made in accordance with the Federal Travel Regulation and the FAR Subpart 31.205-46. All long distance travel shall be pre-approved by the COTR. A written request sent to both the contracting officer (CO) and the COTR shall be submitted well in advance of any anticipated travel in order to allow sufficient time for notification and approval. The following information shall be provided in the request:

- a) Name of the individual(s) who will be traveling;
- b) Inclusive dates and location(s) of proposed travel;
- c) Purpose of trip and program being supported; and
- d) Cost breakdown.

4. **Deliverables** All deliverables under this contract will be delivered using Microsoft Office software and will be given in both hard and soft copies. Soft copies can be made available through email or located on a specific drive within the EPA intranet.

### Emergency Communications

EPA currently uses several types of emergency communication systems for which each system has its vulnerabilities and limitations and lacks interoperability. The types of systems include a public address system, computer pop ups, telephone crisis alert system, text messaging, and an email notification system. The systems are independent from each other which require access to multiple systems. The Occupant Emergency Program requires the ability to communicate to the Federal Triangle and National Capital Region EPA facilities for emergency communications.

**Task Descriptions and Proposed Deliverables** These tasks require the overall evaluation of the existing emergency communication tools and the requirement to provide a comprehensive plan to ensure EPA Headquarters can alert employees during emergencies of all types to include power outages. Deliverables under this task will include weekly progress reports and weekly

# SMD Statement of Work

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status meetings at the EPA work site. The final report with the results and recommendations will be done in a report format and a power point presentation to be given at minimum of 2 times to EPA management. Deliverables include but are not limited to:

· Task 1. Evaluate existing legacy systems and recommend a solution that provides the following capabilities to support up to 25,000 employees (Deliverable due May 30, 2010):

- o Instant message delivery (via cell phone, other phone, email, pager, fax, etc) both separately and/or simultaneously as necessary,
- o The ability to have the people acknowledge the message notification in multiple ways (via the mode they received the notification/via another mode/via a designated call in (toll free) number);
- o The ability to receive real time reports that indicate who has received the message, the mode in which the message was communicated, whether the message was acknowledged, or if the message could not be delivered. When the message was not delivered or not acknowledged, the SMD requires this information by employee name Division/Branch, and duty location;
- o The ability to prioritize the devices/locations to send the message for each contact (for example, John Doe needs his 1st call point to be his cell phone, then home phone, then email). The system must allow call priorities to be set and modified easily without delay;
- o The ability to group personnel so that communications can be targeted to individual groups, buildings, regions, or other geographic breakdowns of the country;
- o The ability to preload the contact database in an easy and automated manner or use existing legacy systems for data;
- o The ability to easily add new personnel, modify information on existing personnel, and delete personnel as necessary;
- o Polling capability - the ability to send questions to the personnel and have them be able to respond promptly without delay;
- o The ability to have multiple administrators with varying granted access rights, but also the ability to change granted access rights from a central administrative location;
- o The system must have built in redundancy to ensure EPA's Emergency Communication capability;
- o The system must be available 24/7 to include administration from a remote site (either by EPA or contract sites).

· Task 2. Assist in the execution of the planning, purchasing, installing, and training of the accepted emergency communication system. This task could vary and is dependant on available funds to purchase a system in phases or at once. The following deliverables/or actions could vary depending on issues that could arise and are out of the contractor's control:

- o Create an implementation strategy and schedule by function and by geographic location within the National Capital Region. (Deliverable due by August 30, 2010)
- o Coordinate installation of the new system(s). (Deliverable unknown at this time)
- o Provide technical guidance by collaborating with the Agency's Information Technology (IT) professionals, particularly the Office of Environmental Information to ensure compatibility with EPA's IT infrastructure. (Provide a report outlining the interoperability with the EPA infrastructure and potential and/or expected challenges with integration by December 2010).
- o Create standard operating procedures outlining who, when, how, and what systems are used prior to implementation. The format will be provided by EPA. (Provide both hard and soft copies of the SOPs as described in Section 4 and the final deliverable is due March 2011).
- o Plan and help create related technical and policy outreach to Agency upper management and workforce prior to implementation. Outreach will include, but is not limited to, computer based training, designing pamphlets, website education page, and preparing training presentations. (Deliverable due by March 2011)
- o Keep SMD informed about relevant technical regulatory and policy developments in government and industry standards groups (ongoing).
- o Troubleshoot and resolve problems related to the execution of the contract, system procurement, installation, and maintenance. (ongoing)

The Project Officer and Technical Point of Contact will be Diane Dixon, Chief, Security Operations Branch, 202-564-2154.

## Statement of Work for the EPA Security Management Division

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